

28 June 1971

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records II, #7-71

Student Body

1. Five students attended the course. Their grades ranged from GS-06 through GS-08 (average, GS-07), and their length of service from two years to six years (average, 5 years). There were seven cancellations before the course began, two because of conflicts with other training. The remainder have been assigned to classes in the fall.

Course Content

2. There were no changes in the content of the course. However, this was our first chance to make use of the Name Trace Handbook as a training device. So far as can be determined, the professional background of the students and their recent exposure to CS Records I made the Handbook useful only as an occasional reference. In most cases, one or the other of the students would volunteer the correct answer before anyone else could look it up. The CT group who will take CS Records II on 12 July before going to their interim CS assignments may provide a better test of the Handbook's true value.

Speakers

25X1A

3. All speakers were our regular representatives. [REDACTED] C/Central American & North American Branch of Central Reference Service, made a very effective presentation of the support available to the biographic researcher in CRS.

25X1A

4. This is the last appearance of [REDACTED] CI/OA, who has handled the CI/OA element of the course for the past two years. His contributions have been much appreciated, particularly for his handling of the Old Wives' Tales which persist about Operational Approvals.

~~CONFIDENTIAL~~

Student Critiques

5. Attached herewith.

Chief Instructor's Comments

6. The small size of the class and the alert competence of most of the students made it possible for us to complete the work in four days and still achieve an unusually rewarding performance. Three of the students would have been notable in any case, and the discussions which developed showed professional dedication and a good deal of shrewd understanding of the distinction between theory and practice.

25X1A



Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

Distribution

- Original - DTR
  - 1 - DDP/TRO
  - 2 - OS/ST/TR

~~CONFIDENTIAL~~